

Federal Voting Assistance Program

Department of Defense
Military Voting Assistance Officers
Self-Administered Training



Introduction

Welcome to the 2012 Voting Assistance Officer Training. This training provides information to help you carry out your duties as a Voting Assistance Officer (VAO) and conduct a successful voting assistance program.





Training Goals

- > This training program consists of five main sections:
 - ➤ UOCAVA, FVAP and You;
 - ➤ The Absentee Voting Process;
 - ➤ The Role of the Military Voting Assistance Officer;
 - ➤ Available Resources;
 - ➤ Quick Review and Certification





Your Vote Counts

During the 2012 election cycle, a number of important offices and items will go before the voters

- > 33 United States Senators
- > All Members of the U.S. House of Representatives
- > 13 State and Territorial Governors
- State and Local Offices
- > Ballot Questions and Referenda



Your Vote Counts

Recent Elections Potentially Decided by UOCAVA Voters:

- > 2000: Florida Presidential Election;
- > 2006: Virginia U.S. Senate Election;
- > 2008: Alaska U.S. Senate Election;
- > 2008: Minnesota U.S. Senate Election;
- > 2009: New York 20th Cong. District Special Election.

The margin of victory in many elections is small than the total number of votes cast by UOCAVA Voters!



- The Director, Federal Voting Assistance Program (FVAP), administers the *Uniformed and Overseas* Citizens Absentee Voting Act (UOCAVA) on behalf of the Secretary of Defense.
- > UOCAVA requires each Federal department and agency with personnel covered by the Act to have a voting assistance program.
- The FVAP biennial Voting Action Plan and Department of Defense Directive 1000.4 establish policy and guidelines to assist you in carrying out an effective voting assistance program.
- Your job as a VAO is to help to ensure that citizens understand their voting rights and how to register and vote absentee under UOCAVA.



- UOCAVA requires States and territories to allow citizens covered under the Act to register and vote absentee for Federal offices.
- States and territories have their own laws that allow UOCAVA citizens to vote in State and local elections.
- > U.S. citizens allowed to vote under *UOCAVA* include:
 - ➤ Members of the U.S. Uniformed Services (on active duty) and Merchant Marine;
 - > Their family members.
 - ➤ U.S. citizens residing outside the U.S.
- UOCAVA covers more than six million potential voters worldwide.



















The goals of the FVAP and VAOs worldwide are:

- Informing and educating U.S. citizens worldwide of their right to vote;
- Fostering voting participation;
- Protecting the integrity of, and enhancing, the electoral process at the Federal, State, and local levels, and;
- Promoting effectiveness and efficiency in the administration of the *Uniformed and Overseas Citizens Absentee Voting* Act (UOCAVA).



FVAP Goals

- Improve voter success rates to meet or exceed the general absentee population voter success rates by 2016.
 - Absentee ballot cast rate
 - Counted rate of those cast
 - FWAB utilization/success rate
 - Registration & voter participation rates
- Every State provides sufficient opportunity to successfully cast a military/overseas absentee ballot, by 2014.
- Quantify the overseas civilian population by 2012.
- > Streamline the voting process <15 minutes for any stage.



Your Role as a Military Voting Assistance Officer



Your responsibilities as a VAO:

- Become familiar with the online tools, Voting Assistance Guide (VAG) and the FVAP website (www.fvap.gov).
- > Obtain a letter of designation from your Commanding Officer
- Receive VAO certification by attending an in-person FVAP workshop or through thisweb-based training to learn the absentee voting process.
- Schedule an orientation briefing with the Installation Commanding Officer (CO) prior to the start of primary elections.
- Let others know that you are available as a resource and provide your contact information.
- Sign up to receive the FVAP News Releases (send an email to vote@fvap.gov).



Your responsibilities as a VAO:

Post notices in prominent locations reminding and motivating people to register and vote



- Ensure that there is an adequate supply of voting materials on hand year-round
- Armed Forces Voters Week (June 28-July 7, 2012)
 - ➤ Plan voting assistance activities such as non-partisan voter registration drives
- > Absentee Voting Week (September 27-October 4, 2012)
 - ➤ During Absentee Voting Week, use media to notify voters to return the voted ballot immediately, and notify those who have not received their ballot to use the Federal Write-In Absentee Ballot.



Your responsibilities as a VAO:

- Ensure delivery of the Federal Post Card Application to unit members and their dependents:
 - ➤ By January 15th of each year
 - ➤ By July 15th of each even numbered year
- Remind members in the organization who have received the FVAP Post Election Survey to complete it and return it

immediately



Your responsibilities as a VAO:

- As a VAO, you may provide only non-partisan voting procedures and information.
- You may not distribute any literature from candidates, political parties, or partisan organizations.
- The following resources provide more information on political activity by members of the Uniformed Services and Federal Employees:
 - ➤ Department of Defense Directive 1344.10, "Political Activities by Members of the Armed Forces on Active Duty" (http://www.dtic.mil/whs/directives/corres/html/134410.htm)
 - ➤ The Hatch Act (restrictions on political activities by government employees) (<u>www.osc.gov/hatchact.htm</u>)



The Voting Action Plan:

- The FVAP provides a biennial Voting Action Plan to implement the requirements of UOCAVA and Department of Defense Directive 1000.4 and to ensure that UOCAVA voters are provided all necessary voting information.
- Each of the Uniformed Services has an internal voting action plan. To get a copy of this plan, contact your Service Voting Action Officer.





Creating an effective voting assistance plan:

- Display the 2012 Election Dates and motivational posters
- Reach out to younger citizens (18-24) who have statistically lower voter participation rates
- Include tenant organizations in your absentee voting activities, especially National Guard and Reserve Units







Creating an effective voting assistance plan (continued)

- Disseminate copies of the "Frequently Asked Questions" for Uniformed Service Members"
- Send your good ideas and lessons learned to your Service Voting Action Officer (SVAO)
- Contact the <u>FVAP</u> if you cannot find answers locally or through your SVAO





VAO Material Checklist:

- > Command Support
- Letter of Designation from C.O.
- Voting Assistance Materials
- > Time and Resources dedicated to VAO Duties
- Assistant VAO (One assistant VAO required for each 50 members of your unit)
- Bookmark online tools and forms found at FVAP.gov

Instructions on how to order materials are in Chapter 3 of the Voting Assistance Guide



Voting Emphasis Weeks:

- > Armed Forces and Overseas Citizens Voters Week
 - > June 28-July 7, 2012
 - Stress completion and submission of FPCA
- Absentee Voting Week
 - > September 27-October 4, 2012
 - Stress completion and submission of State ballots and FWAB



This section of the VAO training program will provide you with information on:

- Your Service Voting Action Officer (SVAO)
- Your responsibilities as a VAO
- > The voting assistance plan
- > The continuity folder





- Within the Uniformed Services and the Merchant Marine, individuals at varying levels of command are responsible for implementing, managing, and carrying out voting assistance operations.
- The following slide provides an overview of the voting assistance "chain of command" within each branch of the Armed Services.



















Your Service Voting Assistance Program

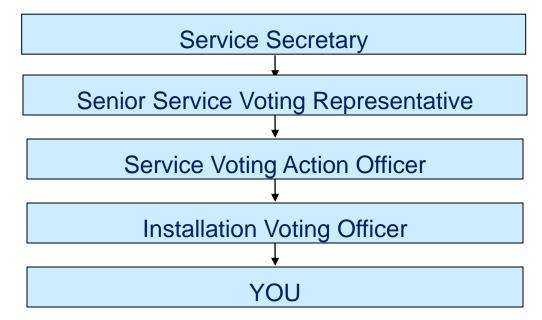














Your Service Voting Action Officers

Army Voting Action Officer: Mrs. Rachel Gilman

tel: (502) 613-8475, DSN 312-983-8475

email: voting.questions@conus.army.mil

Navy Voting Action Officer: LT Andrew Bousky

tel: (202) 433-4000, DSN: 288-4000

email: VOTE@navy.mil

Air Force Voting Action Officer: Mr. William A.

D'Avanzo

tel: (210) 565-2591, DSN: 665-2591, Option 5

fax: (210) 565-2543, DSN fax: 665-2543

email: dpsoof.votingfund@randolph.af.mil

Marine Corps Voting Action Officer: Mr. Bob

Wagner

tel: (703) 784-9513, DSN: 278-9513 fax: (703) 784-9823, DSN: 278-9823 email: mra.voting.officer@usmc.mil

Coast Guard Voting Action Officer: CWO Charles

"Al" Thompson, Jr. tel: (202) 493-1922 fax: (202) 493-1939

email: Charles.A.Thompson2@uscg.mil



The Continuity Folder/File:

- Create and maintain a continuity folder for your reference and to ensure that your successor understands what he or she is supposed to do
- > The continuity folder will help you demonstrate to the Inspector General that you are fulfilling your duties.
- > The continuity folder should include the following:
 - ➤ Current Voting Assistance Guide
 - ➤ Absentee voting forms (FPCA, FWAB)
 - > VAO designation letter
 - ➤ Election Dates Calendar
 - Voting assistance good ideas and lessons learned
 - ➤ Recent Voting News Releases
 - ➤ VAO Training and Certificate







Voting Requirements:

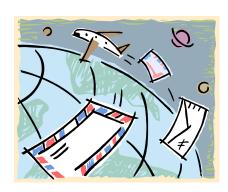
- ➤ A voter must be a U.S. citizen, and;
- At least 18 years old on Election Day in order to vote (some States permit a 17-year old to vote in primary election if he or she will be 18 by the date of the general election)





The Voting Process:

- The absentee voting process permits citizens covered by UOCAVA, who will be away from their local polling places on Election Day, to register, request a ballot, and vote through the mail (or an alternative method if allowed by the State).
- > In order to receive a ballot in a timely manner, it is very important that citizens keep their local election officials informed of address changes.





The Absentee Voting Process

Step 1: Complete the FPCA to register and request your absentee ballot from your election official



Step 3: Complete the FWAB to ensure that your vote is received in time to be counted

Step 4: Complete the Absentee Ballot and return it to your election official

Step 5: Your vote is counted.



The Federal Post Card Application:

- The Federal Post Card Application (FPCA) is a postage-paid postcard for use by absentee voters covered under UOCAVA and is available through service distribution channels;
- > The FPCA is also available for free at www.fvap.gov;
- Use the Voting Assistance Guide to find voting procedures for all States and territories, including:
 - Registration and ballot request deadlines;
 - State ballot mail out timeframes;
 - ➤ Ballot return deadlines;
 - > Electronic transmission alternatives.



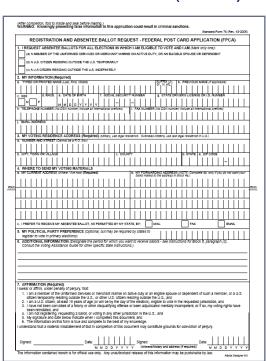
The Federal Post Card Application:

- The FPCA serves as a valid request for absentee voter registration and/or absentee ballot request, regardless of whether the sender was registered prior to submitting the FPCA.
- FVAP recommends that each citizen submit an FPCA to his or her State of legal residence in January of each year and again each time there is a change in the citizen's mailing address.



The Federal Post Card Application

FPCA SF-76(Front)



FPCA SF-76 (Back)

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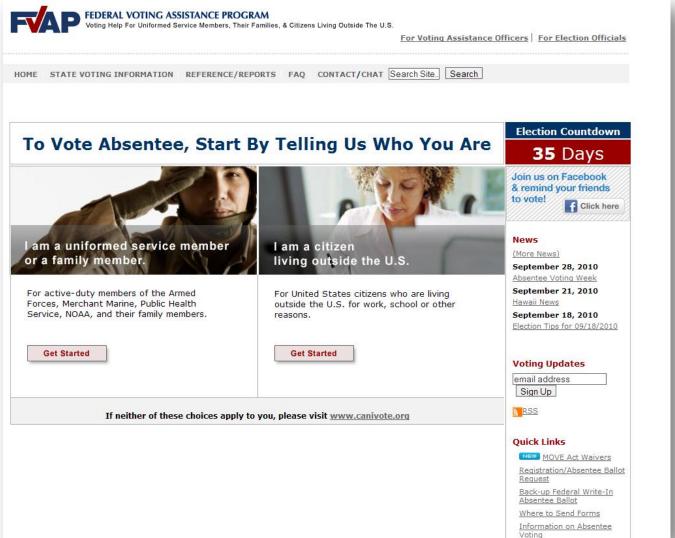


The Federal Post Card Application:

- > As a VAO, citizens will come to you for assistance in filling out the forms required to register and vote absentee under UOCAVA.
- The following slides will walk through the process of completing the FPCA using the online tools found at www.fvap.gov and completing and submitting the FPCA the cardstock version.



Online Tools



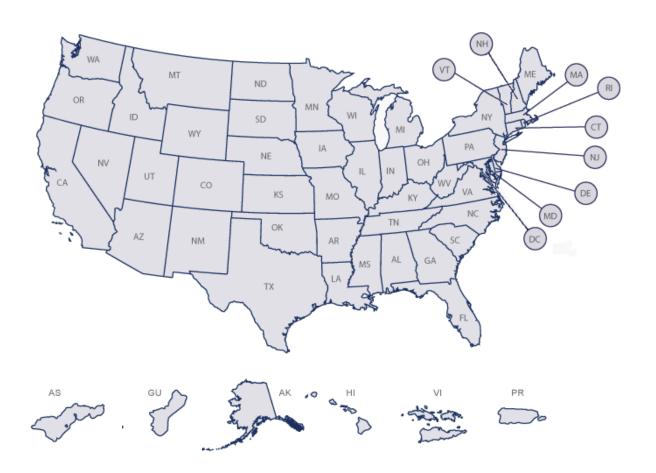
Visit <u>www.FVAP.gov</u> and click get started.



Online Tools

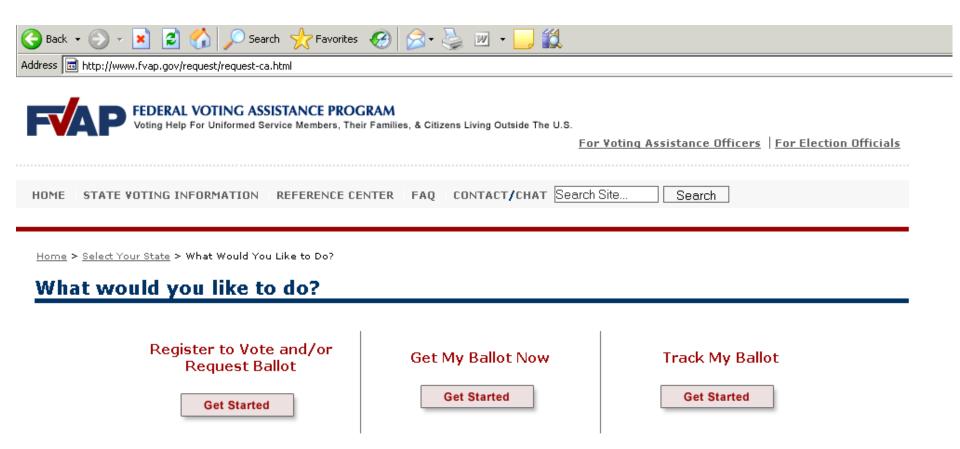
Select Your State

Uniformed Services members- Pick your state of legal residence. Overseas Citizens- Select the state in which you last lived before moving outside the U.S. Check the Frequently Asked Questions for more information on legal voting residence.





Online Tools

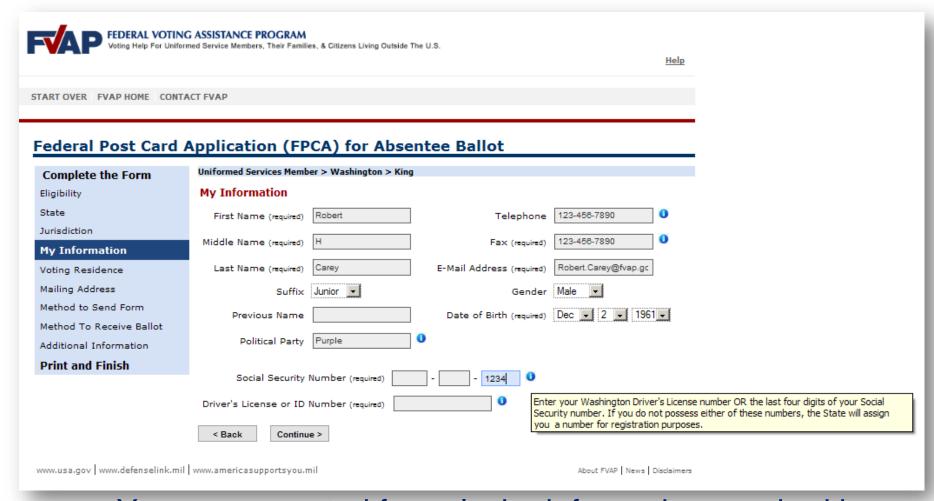


www.usa.gov | www.defenselink.mil | www.americasupportsyou.mil

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Online Registration Tool



You are prompted for only the information required by your State. Once complete, print, sign and date the form.



Online Registration Tool



Instructions for Washington

Thank you for using the automated ballot request process. Review, print, sign, and submit your completed absentee ballot request form to your local election official at the address provided below.

General Election: November 2, 2010; Registration: November 2, 2010; Ballot Request: November 2, 2010; Ballot Return: Signed and Dated by: November 1, 2010; Received by: November 23, 2010 State Primary Election: August 17, 2010; Registration: August 17, 2010; Ballot Request: August 17, 2010; Ballot Return: Signed and Dated by: August 16, 2010; Received by: September 1, 2010

NOTE: Recommended Mailing Dates for Voted Ballots in 2010:

- · From Iraq, Afghanistan, Deployed Naval Vessels: 4 weeks before the election
- · From Other overseas Military Installations: 3 weeks before the election
- From Other overseas locations: 4 weeks before the election (depending on foreign mail service)
- · From Within the United States: 1 week before the election

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Follow your State specific instructions for returning the form.



Completing the FPCA:

Block 1: Register/Request Ballot

- > Because Jim is in the Uniformed Services, he will check box (a).
- > Jim's wife, Jane, and any eligible family members will also check box (a).
- This information determines, in some States, whether a voter receives a partial ballot (only Federal offices) or full ballot (Federal and non-Federal).
- > All States allow Uniformed Services members to vote the full ballot thus, Jim will receive the full ballot.

REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)	
1. I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE AND I AM (Mark only one):	
(a) A MEMBER OF THE UNIFORMED SERVICES OR MERCHANT MARINE ON ACTIVE DUTY, OR AN ELIGIBLE SPOUSE OR DEPENDENT	
(b) A U.S. CITIZEN RESIDING OUTSIDE THE U.S. TEMPORARILY	
(c) A U.S CITIZEN RESIDING OUTSIDE THE U.S. INDEFINITELY	



Completing the FPCA:

Block 2: My Information

- Information on race is requested by some States, but Jim's application will not be rejected if he leaves it blank.
- You should encourage Jim to provide a telephone, fax number, and email, which will help the local election official communicate with him and resolve any questions.

	<u> </u>
2. MY INFORMATION	
a. TYPED OR PRINTED NAME (Last, First, Middle)	SUFFIX (Jr., Sr., III, etc.) b. PREVIOUS NAME (if applicable)
Jones, James, Larry	Sriiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii
c. SEX d. RACE e. DATE OF BIRTH f. SOCIAL SECURITY NUMBER	g. STATE DRIVER'S LICENSE OR I.D. NUMBER
	XY-1452571772
h. TELEPHONE NUMBER (No DSN number; include all international prefixes) i. FAX NUMBER	(No DSN number; include all international prefixes)
23-145-14-5777145-1 23-14	H5-114-67879145
j. EMAIL ADDRESS	
jiji. pdf 57@hawksitloot hi. clom	



Completing the FPCA:

Block 3: My Voting Residence

- > The information that Jim enters here will determine which ballot he will be sent.
- > Jim is pretty sure that his voting residence is in California, but since he has moved around quite a bit since joining the Uniformed Service, he has asked you for help in making sure.
- Since residency questions can be complicated, the following slides will provide some general guidelines on this topic, before re-visiting the matter of Jim's voting residence.

3. MY VOTING RESIDENCE ADDRESS (Required) (Military, U	ise legal residence. Overseas citizens, use last le	gal residence in U.S.)
a. NUMBER AND STREET (Cannot be a P.O. Box)		
122 Maple Terrace		
b. CITY, TOWN OR VILLAGE	c. COUNTY	d. STATE e. ZIP CODE
Mayv i 1 e	Somewher e	P A 06757-1 007



Voting Residence:

- Each voter must have a legal residence address in a State or territory to vote in U.S. elections.
- Final determinations on issues of voting residence are made by the local election officials.
- Voters should provide as much information as possible on the FPCA to help ensure successful registration and ballot request.
- Always check with legal counsel if you have questions about legal residence.





Voting Residence:

- > Key points to remember:
 - ➤ You may only have one legal residence at a time, but you may change it each time you are transferred to a new location.
 - ➤ The address on your Leave and Earnings statement is often your legal residence address.



Completing the FPCA:

Block 4: Where to Send My Voting Materials

- > Since Jim is currently stationed overseas at an APO, he enters his mailing address at that location.
- You remind Jim to notify his local election official ASAP if/when he has an address change.
- Jim can check the VAG to see if his State permits faxing or emailing of the ballot.

4. WHERE TO SEND MY VOTING MATERIALS	
a. MY CURRENT ADDRESS (Where I live now) (Required)	 MY FORWARDING ADDRESS (NOTE: Complete 4b. only if you do not want your ballot mailed to the address in Block 4a.)
	1
James Larry Jones	James Larry Jones
USS FVAPI I I I I I I I I I I I I I	12 North Court st
FPO AE 54321	Rock ville, PN 43210
c. I PREFER TO RECEIVE MY ABSENTEE BALLOT, AS PERMITTED BY MY STA	ATE, BY: MAIL FAX EMAIL



Completing the FPCA:

Block 5: My Political Party Preference

- > Political party preference is required in most States to participate in partisan primary elections.
- > In a partisan primary election, candidates from a political party are chosen to represent that party in a subsequent general election.
- > After checking his State's requirements in the VAG, Jim decides to enter his political party preference.
- Note that even if Jim did not enter party preference, he would still receive the November general election ballot.

5.	MY POLITICAL PARTY PREFERENCE (Optional,	but may be	e required by	states to
	register to vote in primary elections):			



Completing the FPCA:

Block 6: Additional Information

- >Provide any additional information in this box that may assist your Local Election Official with processing your form.
- >Your State also may require additional language be included in this box.
- >The Voting Assistance Guide will also indicate any other materials or proof of residence you may be required to provide your State.

6. ADDITIONAL INFORMATION (Designate the period for which you want to receive ballots - see instructions for Block 6, paragraph (3). Consult the Voting Assistance Guide for other specific state instructions.)

Last date lived in Mayville: Feb. 2002.

Due to military contingencies, I am unable to follow the regular absentee ballot application process. I request a special write-in ballot.



Completing the FPCA:

Block 7: Affirmation

- After reading the affirmation, Jim signs and dates the application.
- You remind Jim that by signing the FPCA, he is verifying his information under the penalty of perjury.

7. AFFIRMATION

I swear or affirm, under penalty of perjury, that:

- 1. I am a member of the Uniformed Services or merchant marine on active duty or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S., or other U.S. citizen residing outside the U.S., and
- 2. I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
- 3. I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated, and
- 4. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., and
- 5. My signature and date below indicate when I completed this document, and
- 6. The information on this form is true and complete to the best of my knowledge.

I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

Signed:	James L. Jones	Date:	0	8	0	7	2	2	0	0	6	Signed:	Date:	 							
			Μ	Μ	D	D)	Y	Υ	Υ	Υ	(Witness/Notary and address (if required))		М	М	D	D	Υ	Υ	Υ	Υ



Jim is now ready to submit his FPCA:

- First, he checks his State's requirements in the VAG to make sure he complies with any/all State deadlines;
- Second, he looks in his State's section of the VAG to determine if any electronic transmission options are available. States may allow the voter to submit the FPCA by email or fax;
- Next, he looks in his State's section of the VAG for the mailing address of his local election official.
- He enters the complete address for the local election official on the FPCA mailing envelope:
 - ➤ You notify Jim that if he mails his FPCA through the U.S. Post Office (including APO/FPO) or diplomatic pouch, he should not write "USA" in the address line of the mailing envelope, as this could cause delay.
 - ➤ Note that if Jim was using a foreign country's postal service, he would have to apply local postage, and he should write "USA" in the address line of the mailing envelope.



How to Send It:

- Cardstock version of the FPCA is postage-paid in the US Mails
 - ➤U.S. Postal Service
 - ➤ Military Postal Service
 - ➤ State Department Pouch Mail
- Online version must be placed in an envelope and postage is not automatically paid
 - Postage Paid envelope template available at http://www.fvap.gov/resources/media/returnenvelope.pdf



- When the local election official receives Jim's FPCA he/she will process the form and send the ballot to Jim's mailing address, provided that Jim meets the State residency requirements and his FPCA was fully completed.
- Jim is encouraged to call, fax, or email his local election official to verify that her application was processed.
- Jim should receive his regular State absentee ballot from the local election official in time for him to vote and return the ballot by the State's deadline for counting.





Top Reasons why an FPCA Cannot be Processed:

- Inadequate or No Legal Voting Residence Address
- > Inadequate or Illegible Current Mailing Address
- > Illegible Writing
- Applying to the Wrong Jurisdiction
- Failure to Indicate Party Preference (for Primary Elections)
- Form not signed and/or dated
- > Received too late
- Form not completed
- > Envelope lacks proper postage



Consequences of Failure

YOU MAY BE UNABLE TO SUCCESFULLY RECEIVE AND CAST YOUR BALLOT



Electronic Transmission:

- All States and territories will transmit a blank ballot through electronic transmission (fax or email).
- Many states will allow you to submit your FPCA or return your voted ballot by fax or email.
- > The *Voting Assistance Guide* details which electronic alternatives are available in each State and territory.
- Refer to FVAP.gov or the Voting Assistance Guide for detailed transmittal instructions.



FVAP Electronic Transmission Service:

FVAP provides toll-free fax and email support to Uniformed Services members, family members and overseas citizens.

- Fax: DSN faxing and toll-free fax numbers in 51 countries
 - http://www.fvap.gov/contact/tollfreefax.html
- Email: Send materials in PDF form to ets@fvap.gov
 - ➤ Where allowed by your State, you may also send your election materials to this email address for email-to-fax conversion.



The Federal Write-in Absentee Ballot:

- Occasionally, even though a UOCAVA voter has submitted a complete and timely FPCA, he/she may not receive the ballot in time to return it by the State's deadline.
- > In situations like this, *UOCAVA* citizens may use the Federal Write-In Absentee Ballot (FWAB).
- The FWAB is a ballot that can be used by UOCAVA citizens in all general elections for Federal offices.
- The FWAB is pre-positioned at Uniformed Service bases throughout the world and available online at www.fvap.gov.



The Federal Write-in Absentee Ballot:

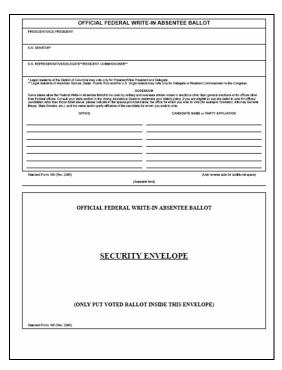
- You can submit the FWAB at any time, and multiple times (though only one will be counted).
- > In most cases you can only use the FWAB to vote for Federal offices in general elections.
- Some States have expanded the use of the FWAB to include:
 - Voting in primary, run-off, and special elections;
 - Voting for offices other than Federal offices;
 - Use as a registration and ballot request.
- You should still return your regular State ballot.
- Submit the FWAB no later than 30 days before the election.



The Federal Write-in Absentee Ballot

FWAB SF-186





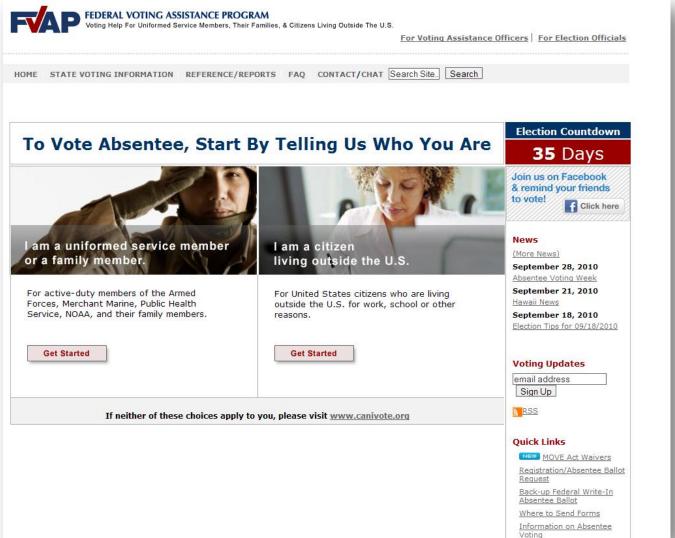
FWAB SF-186A(Online)

OFFICIAL FEDERAL WRI	TE-IN ABSENTEE BALLOT
PRESIDENT VICE PRESIDENT	
U.S. SENATOR*	
US: REPRESENTATIVE/DELEGATE**/RESIDENT COM	MESSIONER++
* Legal residents of the District of Columbia may vote only for President/Vice President/Vice President/Vice Presidents of American Serson, Guara, Puerto Rico and the U.S. Virgin lid	
	NDUM
Some states allow the Fackers Water-In Alexandra Ballet to be used by mit or the officer other than Fackers of the Country year that section in the slightly to use that ballet to vote for afficer locaritations other than there is which yea with to vote the countryle Construct, Attensay Country, Mayount candidate for whom you wish to vote.	interfahove, please indicate in the spaces provided below, the office for



- It is 34 days before the general election, and Jim has returned to you for additional assistance.
- > Jim has not received his absentee ballot and he is concerned that there is not enough time to return it in a timely manner if/when he does get it.
- As a VAO, you know that FVAP recommends that a UOCAVA voter who has not received his/her ballot should complete and submit the FWAB no later than the 30th day before the election.



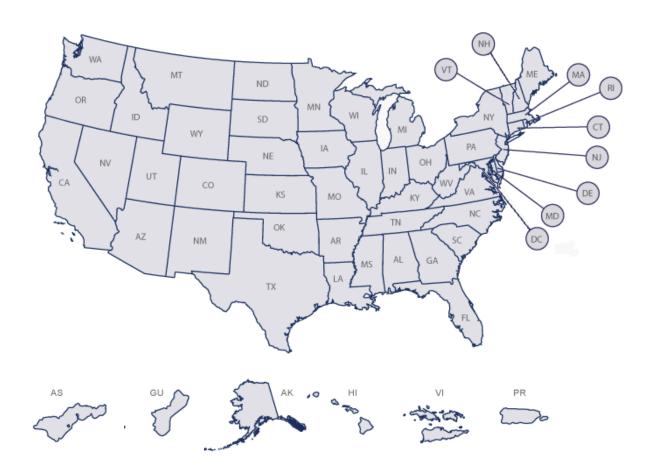


Visit <u>www.FVAP.gov</u> and click get started.

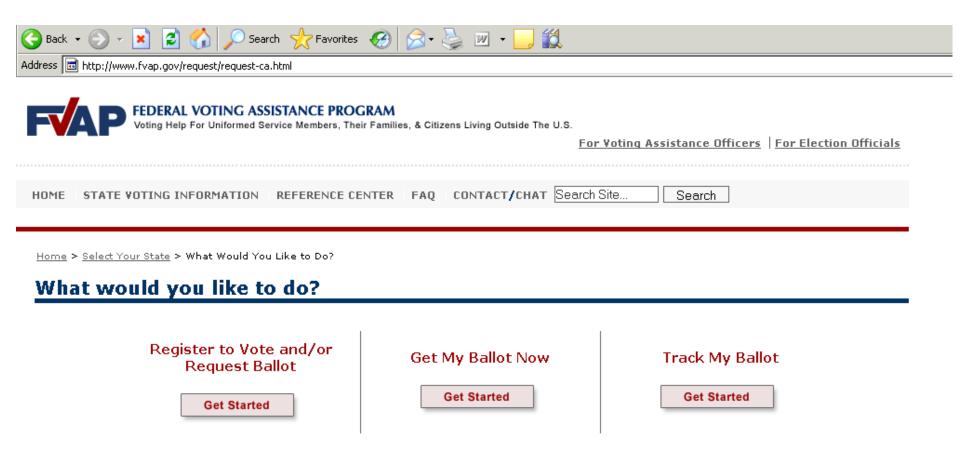


Select Your State

Uniformed Services members- Pick your state of legal residence. Overseas Citizens- Select the state in which you last lived before moving outside the U.S. Check the Frequently Asked Questions for more information on legal voting residence.







www.usa.gov | www.defenselink.mil | www.americasupportsyou.mil

About FVAP | News | Disclaimers





For Voting Assistance Officers | For Election Officials

HOME STATE VOTING INFORMATION REFERENCE CENTER FAQ CONTACT/CHAT Search Site. Search

Home > Select Your State > What Would You Like to Do? > Get My Ballot Now

Get My Ballot Now

Use New York's automated assistant to get a complete State ballot.

Get Started

or

Use FVAP's automated assistant to complete and print a back-up write-in ballot for Federal candidates.

Get Started

Important Dates for UOCAVA citizens

General Election: 11/02/2010 Registration: 10/08/2010 Request ballot by: 10/22/2010 Return ballot by: 11/09/2010*

*Postmarked by the day before the election

Resources:

New York Absentee Voting Guidelines New York State Election website

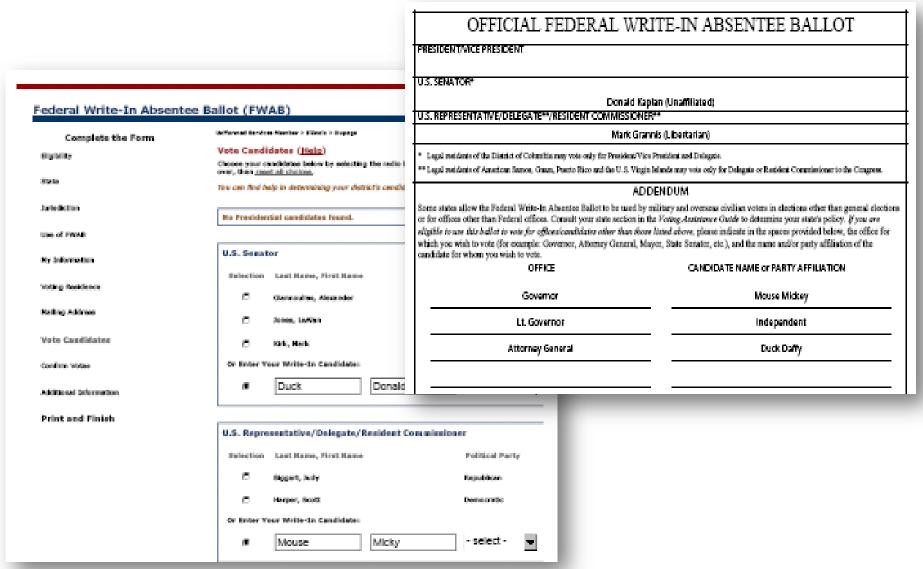
Would you rather fill out the form by hand?

Federal Write-In Absentee Ballot

If a State ballot system is available, the voter should use that system. If not, the voter can use the FVAP FWAB tool.



Online FWAB Tool





Completing the FWAB:

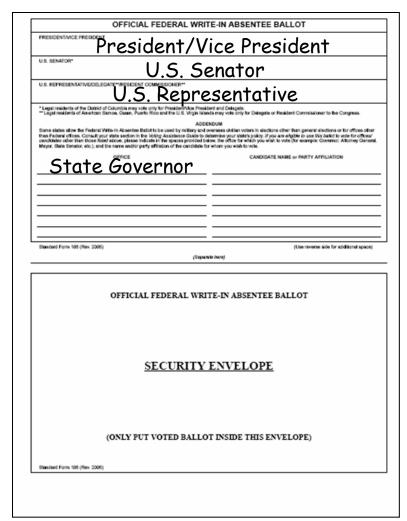
- First, you tell Jim to read all instructions carefully before completing the Declaration/ Affirmation, which is very similar to the FPCA.
- Next, you notify Jim that, as with the FPCA, some States require that a notary/witness sign the FWAB, so he should check the VAG to find out what is required in his State.
- Jim signs and dates at the bottom of Declaration/Affirmation.

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6. ADDITIONAL INFORMA		for which you want to re-	celve future ballot	s. See Instruction	ns. Consult vo	ur state pages of the Vo	idina
Assistance Guide for additi	onal information requested.)						•
7. AFFIRMATION: (Regul I swear or affirm, under pe	red) naity of perjury, that:						
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Completing the FWAB:

- Jim is now ready to complete the write-in ballot, but before he does so, you explain to him that:
 - The FWAB is used for Federal offices, so he can write in his preferred candidates for the Office of President and Vice President, U.S. Senator, and U.S. Representative.
 - ➤ For each office, he may write in either a candidate's name or a political party designation.
 - ➤ Some States have expanded the use of the FWAB for State and local offices as well, so he should check the VAG to see if his State allows him to write-in these offices.

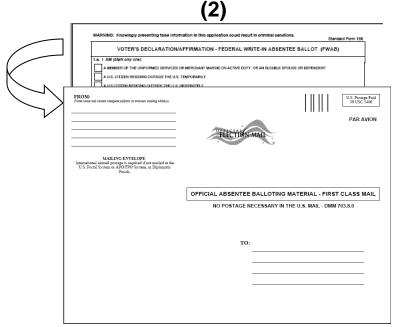


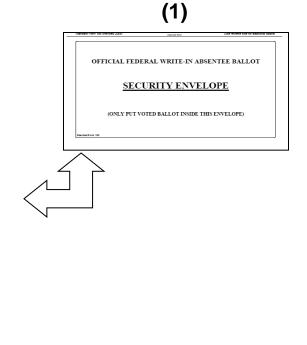


- Jim looks in his State's section of the VAG to determine if any electronic transmission options are available. States may allow the voter to submit the FWAB by email or fax.
- He refers to the Voting Assistance Guide for detailed transmittal instructions, including instructions for completing the required Official Election Materials Electronic Transmission Sheet.



Next, Jim inserts (1) the sealed security envelope (containing the voted write-in ballot) and (2) the Declaration/Affirmation into the mailing envelope.





Mailing Envelope



- Jim looks in his State's section of the VAG for the mailing address of his local election official.
- He enters the complete address of the local election official on the FWAB mailing envelope.
 - ➤ You notify Jim that if he is mailing his FWAB through the U.S. Post Office (including APO/FPO), he should not write "USA" in the address line of the mailing envelope, as this could cause delay.
 - ➤ Note that if Jim was using a foreign country's postal service, he would have to apply local postage, and he <u>should</u> write "USA" in the address line of the mailing envelope.



- Next, Jim enters his mailing address in the upper left corner of the envelope – not his legal voting residence address.
- > You remind Jim that before mailing, he needs to review the voter checklist that is provided on the mailing envelope.
- Notify Jim that, if possible, he should ask the mail clerk to hand stamp the FWAB envelope for proof of timely mailing
- > Finally, Jim places the FWAB in the mail.







- Two days after mailing the FWAB, Jim receives his regular State absentee ballot. You advise Jim that he should vote and return the ballot immediately.
- > The regular ballot must be signed, dated, and postmarked by the day of the election.
- If the regular ballot arrives by the deadline for receipt of absentee ballots, the State will count the regular ballot instead of the FWAB.
- Jim should return his regular ballot regardless of its receipt date because his State may allow late counting of these ballots from overseas citizens.



Additional Resources



Additional Resources

www.fvap.gov

- The FVAP website provides:
 - ➤ All of the FVAP's informational materials
 - > Election information
 - ➤ The online *Voting Assistance Guide*
 - ➤ The online Federal Post Card Application
 - ➤ The online Federal Write-In Absentee Ballot
 - ➤ Links to State election sites, Federal government sites and overseas U.S. citizen organizations
 - Additional information and resources for VAOs





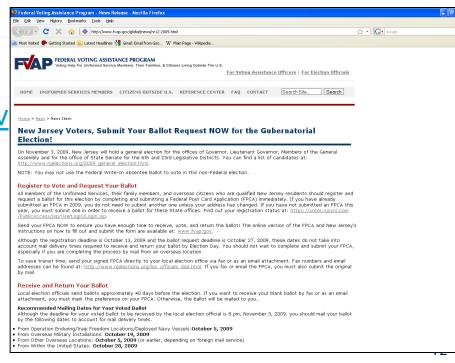
Additional Resources

Voting News Releases

Voting News Releases provide time-sensitive periodic news releases that inform and educate VAOs and UOCAVA citizens about the latest critical information on election dates, absentee

registration, ballot request, and voting procedures.

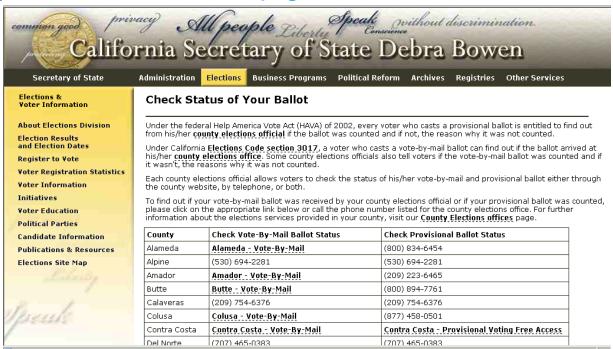
- Voting News Releases are available online at www.fvap.gov and sent directly via email to VAOs
- Sign up to receive the Voting News Releases by sending an email to vote@fvap.gov.





Voter Registration Verification and Ballot Tracking Sites:

- Voters can verify their registration status online in 35 States, the District of Columbia, and Puerto Rico
- Links to these "State Voter Registration Verification Websites" are provided at www.fvap.gov





Frequently Asked Questions (FAQs):

- > FAQs for Uniformed Service Members are available online and in the *Voting Assistance Guide*.
- > The FAQs provides answers on a variety of *UOCAVA* and election topics, including:
 - ➤ Qualifying to Vote Absentee & Determining Where to Vote
 - ➤ Registering and Requesting an Absentee Ballot
 - ➤ Casting Your Vote
 - ➤ Problems Receiving a Ballot
 - ➤ Other Election Information



2012 Recommended Mailing Dates

- From Operation Enduring/Iraqi Freedom, Deployed Naval Vessels: 4 weeks before the election
- From Other Overseas Military Installations: 3 weeks before the election
- From Other Overseas Locations: 4 weeks before the election (depending on foreign mail service)
- From Within the United States: 1 week before the election





10:58 PM Jun 22nd via web

overseas citizens absentee voting. We're here for you! Honor the past, support the https://twitter.com/FVAP future - VOTE! If you're looking for the ✓ Following ■ Lists ▼ Just in time for key voting week, **FVAP** launches online registration assistant to help ease the process http://tinyurl.com/23p9a8j 5:08 PM Jun 25th via web Texas voters - give your input on pending voting rules http://www.sos.state.tx.us/about/newsreleases/2010/061410.shtml 1:52 PM Jun 25th via web Kudos - DC is doing something very "unique" - http://tinyurl.com /27wrq4z 10:15 AM Jun 23rd via web Next week is a key week for voting absentee. Are you registered? Go to www.fvap.gov to get registered. We're here for you!

Federal Voting Assistance Program, DoD Do you think there is a problem with ab-Wall Info Edit Page Promote with an Ad What's on your mind? Suggest to Friends Attach: 🗐 📵 🖭 👾 DoD - Supporting military and Federal Voting Assistance Program, DoD Do you think there is a problem with absentee voting? What do you think it is? Ballot receipt? official source of information Name FVAP Location Arlington, VA http://www.jointbasemdl.af.mil/news/story.asp?id=123212348 Web http://www.fvap.gov Bio The Department of Defense Federal Voting Assistance Program -Supporting and facilitating military and overseas absentee voting. 77 231 Tweets Favorites Actions message FVAP block FVAP report for spam Following

think it is? Ballot receipt? Registration regulations are too complex? Laws? Tell us what you think. Video >> + Discussions Photos **Boxes**

Registration regulations are too complex? Laws? Tell us what you think. Yesterday at 5:39pm · Comment · Like · View Feedback (1) · Promote ederal Voting Assistance Program, DoD Kudos to McGuireix-Lakehurst joint publication for helping to get the word out

Online program helps military families vote absentee

www.jointbasemdl.af.mil Defense Department officials launched an Internet-based program June 28 to help servicemembers and other Americans living overseas vote more easily in November's elections. The new online voting assistant at www.fvap.gov will make the registration and absentee ballot

Yesterday at 12:05am · Comment · Like · View Feedback (1) · Share · Promote

ederal Voting Assistance Program, DoD Sweet article by Airman oe McFadden (Hurlburt Field, FL) - http://www2.hurlburt.af.mil news/story.asp?id=123212450 Feature - Voting- it does a country good

www.facebook.com/DoDFVAP

facebook

4,200 People Like This!

Share

Q Options



Contact FVAP

Website: <u>www.fvap.gov</u>

Email: vote@fvap.gov

Phone: Commercial: 703-588-1584

Toll-free: 800-438-VOTE (8683)

DSN: 425-1584

Twitter: <u>twitter.com/fvap</u>

Facebook: www.facebook.com/dodfvap

Toll-free commercial phone numbers from 67 countries (list available at www.fvap.gov)

Toll-free commercial fax numbers from 51 countries (list available at www.fvap.gov)



The following is a quick review of the main points to remember from this training program. After you finish the review, you may complete the Certificate of Training.





- Individuals covered under UOCAVA include:
 - Active duty members of the Uniformed Services
 - Uniformed Service family members
 - Members of the Merchant Marine
 - Merchant Marine family members
 - Civilians residing outside the United States
- VAOs help to ensure that U.S. citizens understand their voting rights and how to register and vote absentee under UOCAVA
- The FVAP biennial Voting Action Plan and DOD Directive 1000.4 establish policy and guidelines for an effective voting assistance program



- The primary resources for a VAO include:
 - The Voting Assistance Guide
 - The FVAP website
 - The Service Voting Action Officer (SVAO)
- An effective voting assistance plan includes:
 - Distributing voting materials in a timely manner
 - Displaying the Election Dates and motivational posters
 - Planning voting assistance activities
- All States have two basic voting requirements
 - A voter must be a citizen of the U.S.
 - At least 18 years old (17 in some States if 18 by the general election)



- The Federal Post Card Application (FPCA) can be used by UOCAVA voters to register and request a ballot
 - The FPCA is available online
 - Voters should send in a new FPCA in January of each year or if/when there is a change of address
- The Federal Write-In Absentee Ballot (FWAB) is a backup or emergency ballot that UOCAVA citizens can use in general elections for Federal office
 - The FWAB is available online
 - Citizens should submit FWAB no later than 30 days prior to the election
- The FVAP conducts in-person workshops in Washington D.C. and around the world



Certification

Congratulations on completing the 2010-2011 Voting Assistance Officer Training! The following slide contains the Certificate of Completion. Please fill in your name, organization, command, or activity, and date at the bottom.

Thank you for your participation and for your service as a Voting Assistance Officer.



Department of Defense Federal Voting Assistance Program



Certificate of Training

On-Line/CD Rom Workshop for Voting Assistance Officers
Presented To

Command, Activity or Organization, Location	
Director, Federal Voting Assistance Program	Date



Federal Voting Assistance Program

Department of Defense
Military Voting Assistance Officers
Self-Administered Training